



# Development Department P & Z Application

Application Date: \_\_\_\_\_

Project Type: \_\_\_\_\_ Title as it Appears on Plans: \_\_\_\_\_

<input type="checkbox"/>	Annexation, Zoning & Concept Plan	<input type="checkbox"/>	Board of Adjustments
<input type="checkbox"/>	Preliminary Plat	<input type="checkbox"/>	Exception to Subdivision Regulations
<input type="checkbox"/>	Special Use Permit	<input type="checkbox"/>	Zoning Code Amendment
<input type="checkbox"/>	Rezoning and Concept Plan	<input type="checkbox"/>	Vacation of Easement
<input type="checkbox"/>	Minor Subdivision (3 or less lots)	<input type="checkbox"/>	Vacation of Right-of-Way
<input type="checkbox"/>	Final Plat	<input type="checkbox"/>	Other _____

### INFORMATION

Applicant's Name \_\_\_\_\_ Project Location \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Existing Use \_\_\_\_\_

\_\_\_\_\_ Proposed Use \_\_\_\_\_

Phone/Fax/Mobile \_\_\_\_\_ Existing Zoning \_\_\_\_\_

Relationship to Owner \_\_\_\_\_ Zoning \_\_\_\_\_

### Legal Description of Property

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Pre-application conference was held with \_\_\_\_\_

### PERSONS IN INTEREST

Name	Address	Zip	Phone/Fax/Mobile
<b>PROPERTY OWNER(S) (Identify General Partners)</b>			
_____			

### Mortgages

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### Optionees

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## CONSULTANTS

Name	Address	Zip	Phone/Fax/Mobile
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CONTACT PERSON : \_\_\_\_\_

Identify one person to serve as the contact for the Planning Department during the review process. This will be the only person notified by the Planning Department of meeting schedules. It will be his/her responsibility to notify the other parties who may be

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

## OWNER CERTIFICATION

I certify that I am a person in interest and the information and exhibits herewith are true and correct to the best of my knowledge and that in filing this application, I am acting with the knowledge and consent of all persons in interest. Without the consent of persons in interest, the requested action cannot lawfully be accomplished.

Address \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Name \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Capacity \_\_\_\_\_

## STAFF USE ONLY

APPLICATION ACCEPTED

Date \_\_\_\_\_

Time \_\_\_\_\_

By \_\_\_\_\_

Fee Received \_\_\_\_\_

  

Property Owners within 185 feet notified

Application Requirements Complete



## FREQUENTLY ASKED QUESTIONS

### 1. Why am I being notified?

When the City of Nixa Planning and Zoning Department receives a request for Rezoning, Special Use Permit, Preliminary Plat, Minor Subdivision, Annexation, or Vacation of Easement property owners within 185 feet of the subject property must be notified as mandated by Missouri State Statutes. The 185-foot radius of notification is indicated by the shaded area of the enclosed map.

### 2. What is a public hearing?

A public hearing is an opportunity for you to speak on record about concerns or in support of a request before the Planning and Zoning Commission or the City Council.

### 3. What is the process?

The applicant first meets with City Staff to discuss issues regarding traffic, environmental issue, zoning, and building regulations. Next, the request is heard at a public hearing, where the Planning & Zoning Commission will recommend either approval or denial of the request based on the City of Nixa's Zoning Regulations and Comprehensive Plan. The recommendation from P & Z is then forwarded to the City Council for consideration similar to the P & Z meeting, a public hearing is held with discussion on the application followed by a vote to either approve or deny the request. If the request is approved, the Applicant can then submit construction plans for review and approval. Final plans are required to comply with stormwater, environmental, zoning, and building code regulations.

### 4. What if I am opposed to or in support of a request?

Communication between the applicant and neighboring property owners is encouraged. If possible, you or an authorized representative should attend the public hearings. Anyone may speak at the hearing regarding the request. Testimony is under oath and may include any information pertinent to the proposal. If you are unable to attend the hearing, you may submit a letter by fax, mail, or e-mail. Any correspondence must be received a week before the scheduled hearing.

### 5. What if I have questions or need more information?

Please contact the Planning and Development office for more information:

Phone: (417)725-5850

Fax (417)724-5750

Office hours are Monday through Friday 8:00 AM to 4:30 PM

715 W Mt. Vernon

Nixa, MO 65714